

Addictions Support & Counselling (ASC) – Forth Valley

Fundraising Officer

Summary of conditions of service

This is a summary of the main conditions of service that ASC follows. This is not a definitive list of all the terms and conditions of service that are available to staff and further information can be found in the ASC Staff Handbook.

ASC broadly follows the terms and conditions set by the Scottish Joint Council (SJC) for Scottish Local Authorities, but are not bound by any or all of the SJC decisions.

Length of contract. Initially to 31 July 2021, thereafter to be determined primarily by the availability of funding and the performance of the postholder.

Salary. The grading for the post is based on the table of spinal column points (scps) that was originally used by the SJC. Usually at appointment the postholder is placed on the bottom spinal column point and there are four such points in any one pay band. The postholder can move up a point annually subject to his or her satisfactory performance. For appointees who demonstrate exceptional ability or excellent previous experience they may be placed at a higher starting point within the range of the post in question.

For the post in question the current pay scales are scps 27 - 30 which is currently £24,289 to £26,891 pro rata based on a part time post of 14 - 21 hours per week (Negotiable) – that is 0.4 – 0.6 whole time equivalent.

Working hours. 14 – 21 hour per week although the postholder is required to occasionally work evenings and weekends to facilitate fundraising activities and events.

Time off in lieu (TOIL). Overtime is not paid but time of in lieu (TOIL) can be arranged.

Salary payments. Salary is paid in arrears on the 25th of each calendar month by BACS transfer which is an electronic system to make payments from one bank account to another.

Pension. ASC can match from between 0% to 10% employer's contribution to a recognised pension scheme of an employee's choice. ASC reserves the right to recognise

and approve any pension scheme chosen by any employee and the onus is on the employee to provide the necessary documentation to allow ASC to approve the chosen scheme. ASC cannot advise any employee which pension scheme to choose nor can ASC cannot accept any liability for any pension scheme or pension product chosen by an employee.

If an employee does not select a recognised pension scheme, then he or she will be automatically enrolled into the UK Government's National Employment Savings Trust (NEST) as ASC's workplace pension scheme.

Annual leave. Staff are entitled to 33 days' annual leave on a pro rata basis depending on the number of contracted hours.

Public Holidays. ASC recognises 6 public holidays per calendar year; 1 and 2 January, Good Friday and Easter Monday and Christmas Day and Boxing Day.

Travelling Expenses. The mileage rate is currently 45 pence per mile.

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